

40 Hrs.	Custodian		Job Description
Direct Report	Assistant Facilities Director	Grade	Per Contract
Department	Facilities	FLSA	Non-Exempt
Division	Facilities	Bargaining Unit	ASFME Council No. 93 Local 1703
Date	January 2015	Location	Town Buildings

#### **Summary**

The custodian maintains a clean working environment for all staff and visitors, ensuring all areas are safe. Provide routine custodial and maintenance work in connection with the care of Reading Public Library.

#### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Sweeps, dusts, scrubs, and mops rooms, corridors, windows, washrooms and toilets.
2. Vacuums all carpeted flooring including stairways.
3. Polishes furniture, floors and bright work.
4. Performs room setups and breakdowns.
5. Washes woodwork, windows, blinds and furniture as needed.
6. Cleans all horizontal surfaces.
7. Performs detailed restroom cleaning and sanitation.
8. Strips, scrubs, and refinishes floors as needed.
9. Collects and disposes of refuse, and recycling materials.
10. Replaces light bulbs and performs minor repairs.
11. Orders all cleaning supplies.
12. Maintains outside walk areas, including sweeping debris, washing walkways and removal of snow and ice.
13. Performs similar or related work as required, directed or as situations dictate.

#### **Work Hours**

This is a full time position with typical 40 hours per week, late afternoon and evening hours with some flexibility.

#### **Minimum Qualifications**

1. High School diploma or GED
2. Two (2) years of related experience or
3. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Applicant should be able to meet the requirements of the position as outlined in the attached Position Descriptions for Public Safety Dispatcher. Applicant should state education, training and experience which he/she feels has provided him/her with the required knowledge, skills and abilities to perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications will be accepted in the Human Resources Office, 16 Lowell Street, Reading, MA 01867 and online at [www.readingma.gov](http://www.readingma.gov) until filled.

A full Job Description is available upon request  
 Judith Perkins  
 Human Resources Director  
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